

SECRET

TOP SECRET ✓
9 of 9
9 April 1954

MEMORANDUM FOR: Chief, Finance Division

THROUGH: Comptroller

SUBJECT: Establishing Imprest Fund - [REDACTED]

25X1

1. In accordance with the provisions of [REDACTED] dated 26 March 1953, it is requested that an imprest fund, not to exceed [REDACTED] be established under the jurisdiction and responsibility of the Base Commander at a U. S. Field location, but in favor of subject staff employees as custodian.

NRO 25X1
25X1

2. The fund will be used primarily for the payment of local incidental Project MATRONE expenses and cashing checks (salary, per diem and per diem) for Agency staff employees and military personnel assigned to the Project through the organization's 100th Air Intelligence Service Group stationed at an isolated location.

3. The Project will require from the custodian monthly accountings showing the true status of this Imprest Fund which will be attested to locally by two (2) disinterested persons appointed for the purpose by the Base Commander. The accountings will be retained by the Project, but the Finance Division will receive an appropriate certification to (a) record the activity within the Imprest Fund, (b) charge off the expenses claimed, if deemed proper and are approved by an appropriate approving authority, and (c) reimburse the Imprest Fund.

4. Subject employees, [REDACTED] in the designated custodian and his alternate is [REDACTED] both are Agency employees. Should you feel it necessary to have either or both of these individuals, in light of the circumstances recited, please take the action indicated and advise for completion of Project records.

25X1

5. The funds will be safeguarded in a metal cash box, with key lock, inside a three-way combination safe which will be used only for the storage of funds and records pertaining thereto. The safe combination will be known only to the custodian and his alternate, but to make provision for a possible emergency, the combination will be placed in a sealed envelope and given to the Base Commander for his retention in a secure place. This seems reasonably secure when consideration is given to the facts that (a) the location is isolated (b) the entire area is

SAFC-20277
Page 2 of 2 pages
9 April 1978

patrolled by armed guards twenty-four hours each day including Saturdays, Sundays and holidays.

6. This agreement will result closing the Inquest Fund under the controlship of [redacted] that was established pursuant to your approval of our memorandum request, SAFC-23840, dated 10 January 1978.

APPROVED:

Signature
[redacted] 14 Apr 78
E. R. SACHS, Comptroller

S/
RICHARD H. BISHOP, JR.
Project Director

COMMENTS:

S/
JAMES A. CHRISTENSEN, JR.
Director of Administration

S/
[redacted]
Project Security Officer

Dist: O & 1 - Adm
3 - Proj Pers file [redacted]
4 - " " " [redacted]
5 - " " " [redacted]
6 - Inquest Fund [redacted]
7 - Reading (Fin) [redacted]
8 - Chrono
[redacted] X 9- PROJ DIR CHRONO